



DevelOp interdisciplinARy apprOaches to healTH crises collaborativELY
'DOROTHY'

CO-FUNDED BY MARIE SKŁODOWSKA-CURIE ACTIONS, IRISH
RESEARCH COUNCIL, HEALTH RESEARCH BOARD AND ENVIR
ONMENTAL PROTECTION AGENCY

2022

Guide for Academic Supervisors

The deadline for submitting your academic supervisor form is exactly:

16:00 (Irish time), 28 June 2023

Forms submitted after this time will result in applications being deemed ineligible.

The Council will only accept forms submitted to the Online Application System (OLS), as explained below. Please do not send emails or hard copies of your academic supervisor form.

Please read the Terms and Conditions of the scheme available [on our website](#) and this document carefully prior to completing the form.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 101034345.

DATA COLLECTION AND DATA PROTECTION

The data that you enter into the supervisor form will be accessible to authorised staff of the Irish Research Council (IRC) and to international evaluators assigned to the relevant funding application. Only you and the authorised IRC staff will have access to sensitive personal details kept in your user profile in the online system, such as your date of birth (if provided) or gender.

Applicants are required to liaise with their proposed supervisors before adding them to an application. If an applicant assigns a supervisor to their application without their consent and they subsequently object to being associated with an application and raise this with the IRC, the IRC will remove that supervisor from the concerned application and will notify the applicant. This option is described in the automated email notification sent by the online system to supervisors after an applicant adds their details to an application. Should it happen that you are associated with an application without your consent, and you wish to avail of this option, please email dorothy@research.ie.

Please read carefully the data collection notice available in the online system and on [the IRC's website](#).

Before you start populating your form

Before you start, please ensure you are using the correct browser. The online application system (OLS) can only be guaranteed to be fully operational on the following browsers:

- Internet Explorer: two most recent versions
- Firefox: two most recent versions*
- Google Chrome: two most recent versions*
- Safari: two most recent versions*

*Firefox, Google Chrome and Safari support apply to the two most recent versions published by the manufacturer excluding beta releases. Also, please ensure your JavaScript is both turned on and up to date.

It is advised to add the ircapps@research.ie email address to your contacts/address book. You may also need to check with your IT department to ensure there is no issue with your organisation's internal firewall.

Once an applicant adds you to their application as an academic supervisor, you will receive an email containing your username (your email address) and password, and a link to the login page: <https://irishresearch.smartsimple.ie> You will be able to view the relevant application form in draft, however you will only be able to create your supervisor form after the applicant has submitted their application.

When an application to which you are added as academic supervisor is submitted, the OLS will send you an email notification and you will be able to complete and submit your form.

You can access your form as many times as you wish before you submit it. Make sure to save the information you have entered using the **'Save Draft'** button at the bottom of the form each time. Please do not use the "back" button in your browser and do not click to another tab or desktop until information has been saved, as you may lose information.

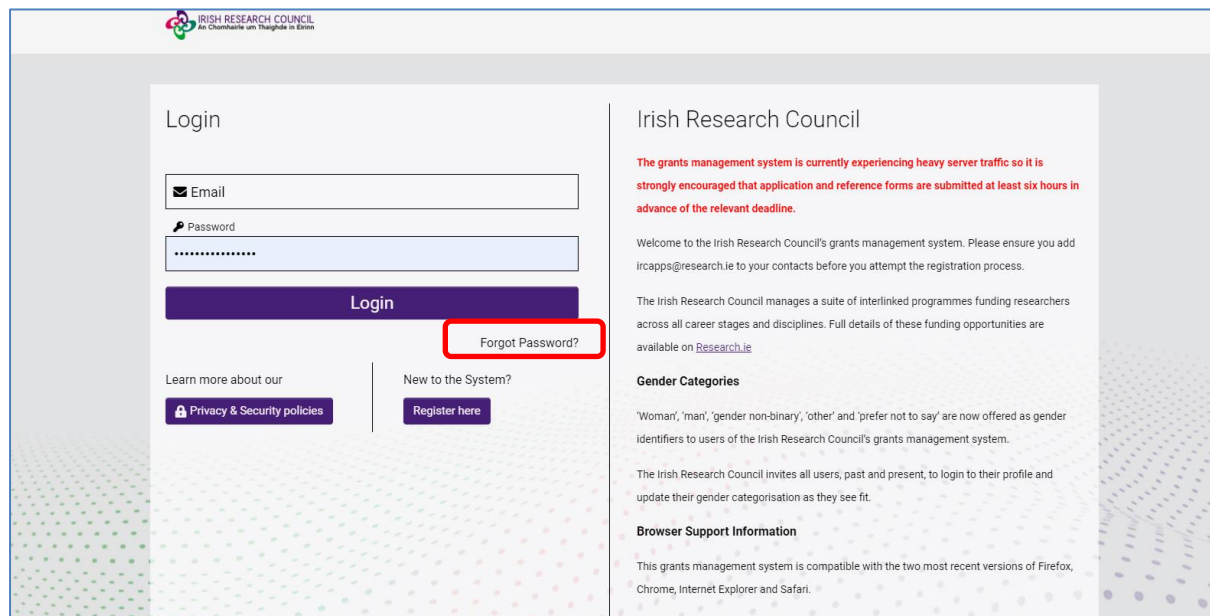
Once you submit your form, it will not be possible to make any amendments.

The applicant will not have visibility of any information you have entered into your form at any stage.

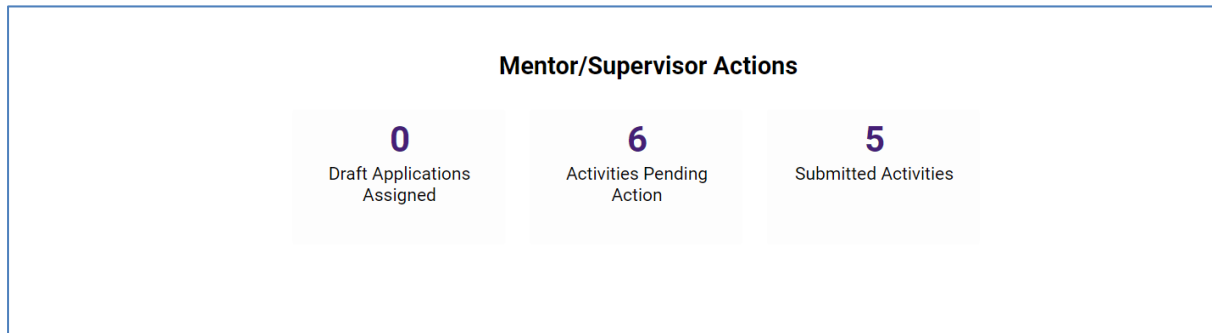
Logging on to the system

The OLS can be accessed from the Irish Research Council's webpage or directly at <https://irishresearch.smartsimple.ie>

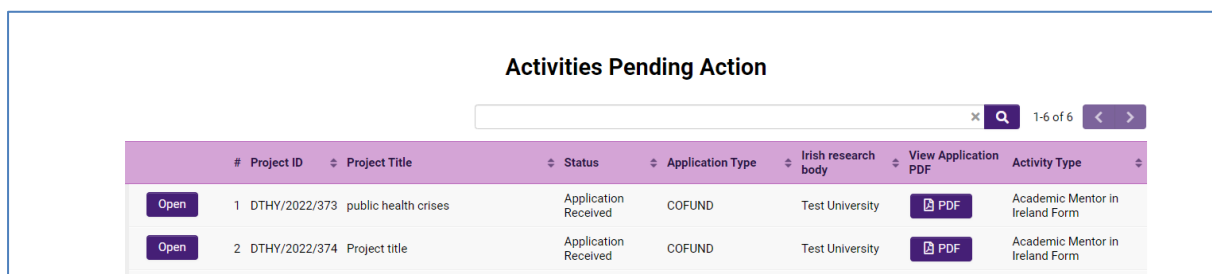
Log on to the OLS using the email address with which you were registered as an academic supervisor in the OLS, and with your OLS password. If you have mislaid your password, click on **'Forgot password?'**. A system-generated password will be forwarded to your email address. If you do not receive this automated email, please check your spam folder. Please note that it can take up to fifteen minutes for this automated email to be generated.



You will have read-only access to relevant applications in the OLS. To view an application in draft, click on “Draft Applications Assigned” icon on the home page:



The following screen will appear:



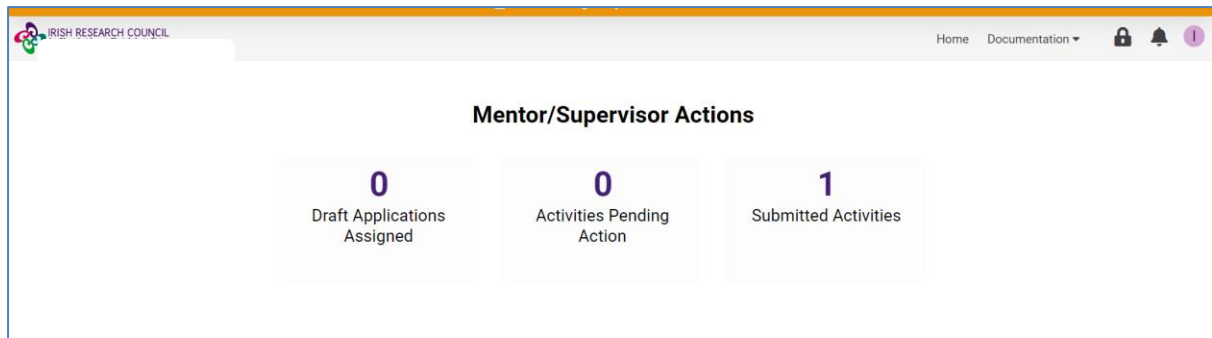
Click on the ‘Print (PDF)’ button beside the relevant application to view it.

Please note that academic supervisors can only complete their forms after the applicant has submitted their application.

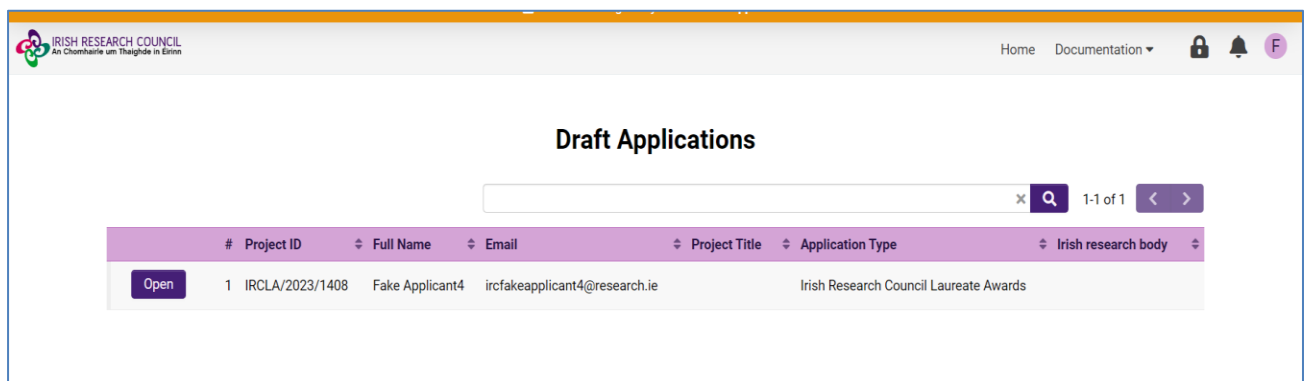
Completing your form

As indicated above, academic supervisors can only populate and submit their form after the relevant applicant form has been submitted. You will be notified by an automated email generated by the OLS when an application to which you are assigned as academic supervisor is submitted.

To access your academic supervisor form, click on “Draft Applications Assigned” in ‘**Mentor/Supervisor Actions**’ on the home page.



This will bring you to the following screen where you can complete your academic supervisor form by clicking the **'Open'** button.



On clicking **'Open'**, the academic supervisor form will open in edit mode.

The form consists of a number of sections and fields.

For the ease of navigation within the form, the content of sections can be collapsed and expanded.

Academic Supervisor Form

This scheme has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie Grant No. 101034345

Print Preview: **View Form**

* Form in Irish?: Yes No

English Translation:

▼ Applicant Details

Applicant Name: Fake Applicant2

Project ID: DTHY/2022/373

Project Title: public health crises

Primary Area:

Academic Supervisor's Name: Fake Academic Supervisor1

* What gender do you identify with?: Male Female Other

The form must be completed in English.

To view or print the form, click on “View Form” at the top of the form as highlighted above.

Information in the “Applicant Details” section will be pre-populated.

Fill in the required fields that follow on the form.

Make sure you save your form as you populate individual fields by clicking on “Save Draft” as highlighted below.

Home Host Organisation's Environment

Declaration

Save Draft Submit

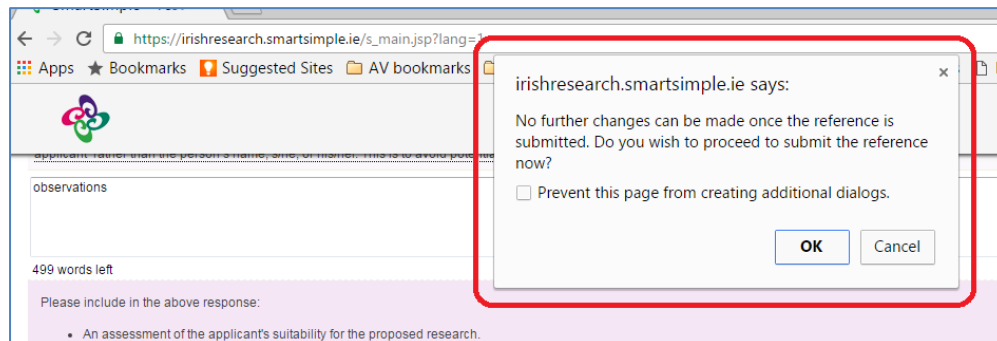
Submitting your form

When your form is fully completed and you wish to submit it, click on “Submit” at the bottom of the form.

Once you submit your form, no changes can be made; please ensure you are satisfied with all of the content of the form before you click ‘Submit’.

You must click '**Submit**' in order for the application to proceed to the next stage of the application process.

The following message will appear:



Click '**OK**'. When you have done this, the form will be saved and will be submitted to the online system. An on-screen confirmation will be provided, and the OLS will also generate an email confirmation.

The form cannot be amended once it has been submitted. Once submitted, you can view your form by clicking on the '**submitted activities**' icon on your home page.

- Click the 'view' button beside the relevant application. Please note that you will not be able to edit the form at this stage.
- Once submitted, you will receive an automated email confirming receipt of your form.
- The applicant's online profile will be updated to confirm your form has been submitted.
- Please note that the applicant does not have visibility of information you have entered in your form at any stage.

Addressing technical issues

- If you experience any technical problems, please clear the cache in your browser and continue. Please contact dorothy@research.ie should your problem persist with details of the issues encountered. Please include the relevant project ID, information about the browser you are using (**NB: please see note above on supported browsers**) and a detailed description of the issue encountered, including screenshot(s) and any error messages as relevant.
- The OLS will stop accepting academic supervisor forms at exactly 16:00 (Irish time) on 28th June 2023. If your academic supervisor form is not received by this deadline, the concerned fellowship application will be incomplete and consequently deemed ineligible for funding.